

Bank Income Processing Officer

Job Advertisement

Starting date: as soon as possible

Contract: 100%

Location: New Delhi India

Closing date: Midnight 19 May GMT

The Better Cotton Initiative (BCI) — the largest cotton sustainability programme in the world — aims to reach 5 million farmers worldwide with more sustainable agricultural practices, and account for 30% of global cotton production by 2020. In less than 10 years, the Better Cotton Initiative and its Partners have supported over 1.6 million farmers in 23 countries in adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 15% of global cotton production. We are truly a joint effort, encompassing stakeholders all the way from farms to fashion brands and civil society organisations, driving the cotton sector toward sustainability. BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.



This role offers you the opportunity to join an enthusiastic and dynamic team that are making significant global changes.

Under the line management of the General Accounting Manager, the Bank Income Processing Officer will execute a defined set of financial administration tasks related transactions.

Responsibilities

Bank Income Processing Officer - under the supervision of the Account Receivable Coordinator

1. Import bank transactions to accounting system.
2. Post bank transactions to accounting system
3. Ensure that all incoming payments are properly matched against the right sale invoice.
4. Assist in reconciling sales sub-ledger with the general ledger
5. Ensure appropriate documentation and archiving relating to tasks within the remit of the role.
6. Assis other finance staff with periodic financial reporting, budget monitoring, annual close and audit preparation.

Beyond these specific responsibilities the Finance AR and Admin Officer is expected to work closely with the line-manager to support the delivery of the BCI Strategic Plan.

Profile

To be successful, candidates for the Finance AR and Administrative Officer will have the following attributes:

Required

Bank Income Processing Officer

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| At least one year of experience in a similar position in a multicultural environment |
| Educational background in finance and customer management. |
| Advanced computer skills and IT literacy, to include: Word; PowerPoint; Excel; Outlook, ERP and CRM experience (SalesForce a strong asset) |
| Fluency in English, both written and spoken, with attentive listening abilities and the ability to communicate clearly and concisely. |
| Proven ability to collaborate effectively across different teams and cultures, strong relationship building skills and service-oriented attitude |
| Self-Starter able to work autonomously and adapt to changing priorities. |
| Analytical and problem-solving skills. Suggest solutions |
| Interest in and commitment to sustainability |
| Desirable |
| Prior experience in the not-for-profit sector |
| Experience in remote team support in several countries |
| Experience supporting financial audits |
| Experience working with or for a multi-stakeholder initiative |

Working arrangements

The position is full time (40 hours a week) and based in our office in Dehli. The Finance AR and admin officer will receive a permanent contract with an initial 3 months' trial period. BCI offers flexible working, with core hours being 10am – 4pm. BCI is currently unable to provide sponsorship for work permits, and candidates need to have a pre-existing right to work in the location where they will be based.

Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV and a cover letter (2 pages maximum), by email to recruitment.india@bettercotton.org

Expected start date: as soon as possible.

We thank all applicants for their interest. Please note that due to the large volume of applications we receive, only candidates shortlisted for an interview will be contacted.

Only candidates eligible to work in India will be considered.

BCI is an equal opportunities employer, and is committed to good practice and transparency in the management of natural, human and financial resources.